



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO

DLSC-LDT

JUL 12 1999

MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: Tourist Passports for OCONUS Travel

Currently, all civilian personnel traveling OCONUS must have an official (red) passport per the DoD Foreign Clearance Guide. Military must travel either on an official (red) passport or their military identification card. As a precautionary security measure, some travelers are advised to obtain a tourist (blue) passport. When traveling OCONUS, DoD personnel are subject to the DoD Travel Security Policy (DoD 0-2000.12-H) which authorizes deviation from DoD Joint Travel Regulations in light of the risk of terrorist attacks against DoD personnel. Tourist passports should be considered when traveling to countries designated by the intelligence community as having a "HIGH" or "MEDIUM" threat level or when other reliable information indicates a threat. The Approving Official for the traveler, with assistance from the intelligence community, will verify the specific security risk and requirement for the tourist passport. For travelers to be reimbursed for passport expenses, travel orders must show passport expenses are authorized.

This guidance applies to civilian, military, and those traveling under DLA travel funds. Please ensure all employees and Commercial Travel Offices (Sato, Carlson, etc.) receive this policy letter.

If further information is needed, please contact Deborah Beckner at commercial (703) 767-3622, DSN 427-3622, or e-mail deborah_beckner@hq.dla.mil. Any security concerns should be addressed to Roger McCrady, commercial (703) 767-5443, DSN 427-5443, e-mail roger_mccrady@hq.dla.mil.

HENRY T. GLISSON
Lieutenant General, USA
Director





DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

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JUL 13 1999

MEMORANDUM FOR EXECUTIVE TEAM

COMMANDER, DEFENSE CONTRACT
MANAGEMENT COMMAND
DEFENSE DISTRIBUTION CENTER
DEFENSE SUPPLY CENTERS
DEFENSE REUTILIZATION AND MARKETING
SERVICE
DEFENSE ENERGY SUPPORT CENTER
DLA EUROPE/PACIFIC
DEFENSE LOGISTICS INFORMATION SERVICE
ADMINISTRATOR, DEFENSE AUTOMATED
PRINTING SERVICE CENTER
DEFENSE NATIONAL STOCKPILE CENTER

SUBJECT: Combining Official and Leisure Travel

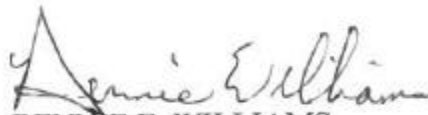
The Joint Travel Regulation/Joint Federal Travel Regulations specify that a DoD employee can only be reimbursed the round trip fare for the a city-pairs negotiated rate or the lowest common carrier transportation fare on the day of travel when combined travel (leisure plus official travel) is accomplished. The city-pair fares will only be used on the official travel portion of the trip; city-pair fares cannot be used on the leisure travel segment of the trip.

For example, a trip from Washington, DC to San Diego, CA costs \$400, which is the city-pair airfare. The DLA employee wants to return via Los Angeles, CA, (leisure travel) where he will take leave enroute home. The travel orders will state that the traveler will only be reimbursed for air travel cost of \$400.00, which reflects the fare from Washington, DC to San Diego, CA (city-pair from Washington, DC to San Diego, CA). The Commercial Travel Office (CTO) will also make a reservation for a one-way ticket at a cost of \$250, from San Diego to Los Angeles, CA. This travel is at the employee's personal expense. (The one-way travel leg from Los Angeles to Washington, DC, at the commercial rate of \$600, will be issued by the CTO. The total trip cost is $\$250 + \$600 = \$850$, minus the \$400 city pair airfare which the government will reimburse traveler. The employee pays the CTO \$450 for the leisure transportation leg of the trip.)



The Commercial Travel Office (CTO) will only issue city-pair fares for the official portion of the trip.

Please ensure that all personnel and CTOs receive this guidance. Request widest dissemination of this travel policy letter. If further information is required, please contact Mrs. Deborah L. Beckner at (703) 767-3622 or DSN 427-3622.



BENNIE E. WILLIAMS
Colonel (P), USA
Chief, Transportation (Policy)